

# Marblehead Policy Subcommittee

## Minutes

**Chair: Kate Schmeckpeper**

**Meeting Date, Time & Location: 11/20/25 11:00am 9 Widger Road  
Conference Room Marblehead MA and Zoom**

**Members Present: Jenn Schaeffner, Kate Schmeckpeper**

**Meeting Recording: [Link](#)**

**Minutes Respectfully Submitted By: Jenn Schaeffner**

### **Call to Order and Roll Call ([00:00:00-00:02:00](#))**

- a. Meeting called to order at 11:02 a.m. by Chair Kate Schmeckpeper.
- b. Members present: Kate Schmeckpeper, Jennifer Schaeffner, Superintendent John Robidoux, and Assistant Superintendent Julia Ferreira.

### **Competency Determination Policy Discussion ([00:02:00-00:42:00](#))**

- a. Superintendent John Robidoux presented draft competency determination policy (File IKFE) required by state to replace MCAS as graduation competency measure.
- b. Proposed policy requires students demonstrate competency by passing specific courses with grade of 60 or higher:
  - English 9 and English 10
  - Algebra 1 and Geometry
  - Biology and one additional lab science
  - US History (beginning with class of 2027)
  - Students failing required courses placed on proficiency plans using portfolio assessments
- c. Member Jennifer Schaeffner requested consideration of:
  - Extending competency requirements through 11th grade courses
  - Defining passing grade higher than 60
  - Reviewing student performance data

- Considering MCAS scores as competency determination option

d. Chair Kate Schmeckpeper made motion to have administration prepare second draft and bring policy to full school committee on December 4th; Schaeffner declined to second the motion.

e. Subcommittee scheduled follow-up meeting for December 4th at 9:00 a.m. to review revised draft; Robidoux noted district would submit current competency determination process to DESE by December 31st deadline if policy not finalized.

### **Academic Achievement and Student Work Return Policy (00:42:00–00:53:00)**

a. Jennifer Schaeffner requested review of Policy IK (Academic Achievement)

- Parents reported concerns about tests and student work not being returned consistently as described in handbook
- Handbook states all testing materials should be returned for corrective feedback, with exemptions only for summative assessments covering four or more weeks when formative assessments were previously returned

b. Superintendent John Robidoux stated test return is operational rather than policy matter; teachers do not allow students to keep summative assessments to preserve test integrity

- Committed to investigating whether handbook procedures are being followed consistently at high school, including adequate feedback and formative assessment return

c. Subcommittee agreed to table Policy IK for future review

- Policy not updated since 2018, does not follow standard format, may need deletion or complete revamp

### **Facilities Naming Policy Discussion (00:54:00–01:03:00)**

a. Jennifer Schaeffner raised concerns about facilities naming policy (File FF) following two recent naming requests within less than a year.

- Policy is unclear as it addresses both new and existing facilities
- Suggested reviewing policy to establish clearer parameters before naming requests become more frequent

b. Chair Kate Schmeckpeper expressed preference to review policy in January when no pending naming request exists; Superintendent John Robidoux cautioned that changing policy while a naming request is pending could appear problematic to the public.

c. Schaeffner referenced Swansea Public Schools' 2021 naming policy as potential model, which includes set time periods of five or nine years for naming designations, specific eligible spaces, requirements that nominees meet at least six specified standards, and language emphasizing naming should be done sparingly.

d. Schaeffner indicated she would prepare materials on the policy for the subcommittee's December 4th meeting.

**MASC Policies Review (01:03:00–01:30:00)**

a. Five new MASC policies reviewed and recommended by Superintendent John Robidoux:

- Policy ECAB (Access to Buildings and Grounds)
- Policy EFBA (School Food and Nutrition Meal Modifications)
- Policy EFE (Civil Rights Complaint Policy for Child Nutrition Programs)
- Policy EHAA (District Security Relating to Technology)
- Policy EHB (Data and Records Retention)

b. Jennifer Schaeffner made a motion to approve the five new policies for first reading; Kate Schmeckpeper seconded the motion; the motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

c. MASC revision recommendations for existing policies:

- Policies EB, EBB, EBC, EEAA, EEAAA, EEAE, and EEAG approved for consent agenda
- Policy ECAF (Security Cameras in Schools) held for further review due to concerns about public records and law enforcement access provisions
- Three food service policies (EFC, EFD, EFBA) held until December 18th meeting to discuss meal-related policies together

d. Policy FF (Facilities Naming) review scheduled for December 18th meeting.

e. Kate Schmeckpeper made a motion to adjourn; Jennifer Schaeffner seconded the motion; the motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper; the meeting adjourned at 12:31pm.